
VACANCY ANNOUNCEMENT

Announcement Number: 057404

Opening Date: June 13, 2005

Closing Date: July 1, 2005

POSITION TITLE & SERIES: Supervisory Auditor, NI-05 *AMENDED*

PAY BAND & SALARY RANGE: Band 5 \$103,947 - \$140,300 (EQUIVALENT GS-511-5/5)

DUTY STATION: St Louis, MO

AREA OF CONSIDERATION: All Sources

Vacancy announcement has been amended to extend the closing date to 07/01/2005.

NOTE: applicants are requested to submit both the narratives and COPIES OF THEIR LAST TWO PERFORMANCE APPRAISALS. Please fax the performance appraisals to 314/263-4977.

ASSIGNMENT DESCRIPTION

Supervisory Auditors lead personnel, manage resources (people, money, time) and evaluate the performance of others who perform the following: provide independent assessment of the effectiveness, efficiency, and integrity of Agency policy, programs, and operations. They gather and analyze information, identify areas for improvement, draft findings and recommendations, and prepare reports. They interact with all levels of management throughout the audit process.

ADDITIONAL INFORMATION PROVIDED BY SELECTING OFFICIAL: This is a new position. It is a supervisory branch chief position and requires an individual with professional knowledge of accounting and auditing theory, concepts, and practices that can be applied in conducting audits of a broad range of complex NGA programs and operations. In addition to meeting either A or B of the educational requirements listed below, the candidate must also have at least 5 years actual experience planning and executing audits. Must be skilled in assimilating, correlating, and analyzing large quantities of data and developing comprehensive written assessments of the data results, conclusions, and recommendations to enhance program management and operations; strong oral and written communication skills; proven project and/or team leadership experience; and experience preparing audit reports under short time constraints. Training and experience in conducting financial audits, plus a CPA certification, are highly desirable. A certification is not mandatory; however, at the Pay Band 5 level, incumbent is encouraged to obtain and maintain one or more of the following seven accepted certifications: Certified Public Accountant, Certified Internal Auditor, Certified Government Financial Manager, Certified Defense Financial Manager, Certified Financial Manager, Certified Information Systems Auditor, Certified Management Accountant.

MANDATORY QUALIFICATIONS

Skills

Supervisory Administration; Performance Management; Personnel Assessment; Planning and Organizing (IG); Data Gathering and Documentation (IG); Data Analysis (IG); Communication (IG); Leadership (IG)

Knowledges

Interpersonal relations techniques; Benchmarking techniques; Analytical techniques (e.g., trend analysis, cause and effect, deductive/inductive reasoning); Federal budget and financial regulations; GAO audit techniques (i.e., GAO Government Auditing Standards); Federal Manager's Financial Integrity Act; Interviewing techniques; Data research techniques; Standards of ethical conduct for U.S. Government employees

Education/Experience

A. Degree: Bachelors degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting.

OR

B. Combination of Education and Experience: A combination of college-level education and experience that provided professional accounting knowledge and which demonstrates the ability to successfully perform the duties associated with this work. To determine the quantity of experience required, use a rule that every 30-semester hours of college work is equivalent to one year of experience. Applicants should show that their combination of education and experience totals to 4 years. The applicants background must also include one of the following:

-Twenty-four semester hours in accounting or auditing courses of appropriate type of quality. This can include up to 6 hours of business law;

-A certification as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

-Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15-semester hours, but that does not fully satisfy the 24-semester hour requirement.

DESIRABLE QUALIFICATIONS

Skills

Organizational Representation; Interpersonal Relationship Development/Networking; Briefing and Oral Presentation; Professional Development (IG); Quality Assurance (IG); Technical/Specialized Writing (IG)

Knowledges

NGA mission, vision, goals, and values; Federal/Defense Acquisition Regulations (e.g., FAR, DFAR, NARI, DODGARS); Contracting regulations, policies, and procedures; Problem-solving processes and techniques; NGA organizational structure; Meeting/discussion facilitation techniques; Group/team dynamics; Time management techniques; Proofreading techniques; Inspector General (OIG) processes and procedures; NGA directives and regulations; Quality control principles; Problem identification techniques; NGA operations and capabilities; Quantitative and qualitative modeling techniques

NARRATIVES REQUESTED: The following request for narratives will supplement the information contained in the applicant's resume. Applicants must also submit copies of their LAST TWO

PERFORMANCE APPRAISALS. Applicants are requested to submit a 2-page narrative on the following

KSAs. Entire narrative CANNOT exceed the equivalent of a 2-page Microsoft Word document. Pages

exceeding this limit will not be considered. Applicants should place their narrative information after their

resume text data in the "Resume Text" Field on the 5th Page of their online application. Please indicate

the beginning of your narrative submission with the following entry: ***Narrative Information *** The KSAs are:

1. Ability to supervise and lead a team with diverse skills in the research, planning, and execution of multiple audits and evaluations that improve NGA programs and operations.

2. Knowledge of accounting and auditing theory, concepts, and practices.

3. Skill in researching, planning, and executing audits under short time constraints, particularly in the area of financial operations.

4. Ability to present briefings to senior managers on project objectives, results, and conclusions.

5. Skill in assimilating, correlating, and analyzing large quantities of data and developing comprehensive written assessments of data results, conclusions, and recommendations to enhance program management and operations.

SPECIAL INFORMATION

XX Two Year Probationary Period

XX U.S. Citizenship Required

XX Position Subject to Drug Testing

XX Security Clearance Required

___ Secret

XX Top Secret

XX Sensitive Compartmented Information

XX Polygraph Test Required

XX Direct Deposit Required (Condition of Employment)

___ Physical Examination Required

___ Color Vision Required

___ Stereoscopic Vision Required

XX Permanent Change of Station (PCS) includes travel/transportation expenses (pending available funds, will be determined at later date)

___ Shift Work

___ Safety Gear/Equipment

___ Financial Statement Required

XX Travel Required

XX Occasional

___ Frequent

___ Overseas

For additional information including application procedures, please visit NGA at www.nga.mil by clicking the "Related Job Link: NGA Employment Opportunities" link at the top of this page.

Send Mail to:

NGA/HD/P-41
12310 SUNRISE VALLEY DRIVE
RESTON, VA 20191-3449

For questions about this job:

LORA PIATCHEK
314-263-4888 X177